



COMMONWEALTH of VIRGINIA

Department of the Treasury

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JODY M. WAGNER
TREASURER OF VIRGINIA

DIVISION OF RISK MANAGEMENT
P. O. BOX 1879
RICHMOND, VIRGINIA 23218-1879
(804) 786-3152
ADMINISTRATION FAX (804) 371-8400
CLAIMS FAX (804) 371-2442

MEMORANDUM

TO: Risk Managers and
Persons responsible for Building and Property Inventory

FROM: Joyce Palmer, Program Specialist
State and Local Government Programs

SUBJECT: Virginia Agency Property System (VAPS) Update

VAPS is the on-line Commonwealth of Virginia property system for maintaining insurance and risk management information worldwide, on state-owned buildings and their contents, as well as state-owned contents in non-state owned buildings. Non-owned buildings occupied state agencies are also included in VAPS.

Agencies and institutions are responsible for updating information within VAPS as changes occur through the year. **If there have been changes** in your content and/or building information since April 2001, please update VAPS accordingly.

Note to building owners – Hartford Steam Boiler has been contracted to inspect boiler/pressure vessels for operation compliance. It is extremely important that the object numbers and the contact (Facilities Manager, B&G Supervisor or Physical Plant Supervisor) individual's name and phone number is correctly entered for each building owned by your agency or institution.

The VAPS update deadline is **April 12, 2002**

VAPS' web address is <http://159.169.64.241/vaps/application/login.asp>. New user registration address is <http://159.169.64.241/vaps/registration2.asp>.

Requests for assistance can be directed to vapshelp@trs.state.va.us.